

CLASS TITLE: FACILITY OPERATIONS SUPPORT TECHNICIAN

Class Code: 02438200

Pay Grade: 17A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for, and to assist a superior in, the requisition, inventory, distribution and control of tools, equipment, material and supplies for an institution or highway maintenance district facility or operating unit; to collect, track, and review for accuracy all work order documentation and act as expeditor with supply and support vendors; to provide automated recordkeeping of operations and administrative support for program activities; to enter daily activity reports, work orders, vendor timesheets and service requests into a computerized GIS focused asset and maintenance management system; to be responsible for the operation and maintenance of a facility stock room containing mechanical equipment and parts, field operations supplies and tools; ; to perform administrative support tasks and, as needed, to maintain radio communications between mobile field units and a base facility; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from who assignments are received in broad outline, work may be checked in process and usually upon completion of a special assignment.

SUPERVISION EXERCISED: Usually none. As required, supervises the work of employees engaged in inventory or stock maintenance activities; checks work in process to insure compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for, and to assist a superior in, the requisition, inventory, distribution and control of tools, equipment, material and supplies for an institution or highway maintenance district facility or operating unit.

To collect, track, and review for accuracy all work order documentation and act as expeditor with supply and support vendors.

To provide automated record keeping of operations and administrative support for program activities.

To enter daily activity reports, work orders, vendor timesheets and service requests into a computerized GIS focused asset and maintenance management system.

To be responsible for the operation and maintenance of a facility stock room containing mechanical equipment and parts, field operations supplies and tools.

To perform administrative support tasks and, as needed, to maintain radio communications between mobile field units and a base facility.

As directed, to maintain employee time card records for unit operations, including tracking and recording regular hours, overtime and exception leaves.

As directed, to record and track all off-road and vendor fuel usage and report to State Fleet Operations.

In the Department of Transportation, to participate in storm event and emergency response operations; to monitor communications systems and dispatch personnel as required; to set-up patrol shifts as needed; to handle facility telephone logs and mail and create and maintain various employee and operations tracking reports utilizing established computerized software.

To maintain a continuous log of communications.

To make routine broadcasts on prevailing road and weather conditions.

To receive telephone calls from law enforcement authorities and the public, noting any hazardous conditions resulting from accidents or storms, and to dispatch the appropriate personnel to the scene for implementation of corrective action.

To receive, inspect and record equipment, parts, assemblies, tools and other supplies of a related nature, such as motor fuels and lubricants.

To select the proper location for such items and supervise their storing so that they may be accessible. To be responsible for issuing and recording all stocks and supplies.

To keep a check on inventories on hand in order that timely steps may be taken to replace depleted items.

To make recommendations in regard to inventory to meet seasonal needs.

To supervise the assembling and preparation of parts, materials and supplies for distribution.
To handle miscellaneous correspondence and inquiries relative to the maintenance of inventories.
To direct such operations as may be incidental to the assembly and delivery of supplies.
To prepare detailed written and automated data reports.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A familiarity with automotive and similar mechanical and construction equipment and with parts and supplies for such equipment; knowledge of the accepted methods of requisitioning, receiving, storing, disbursing and accounting for equipment and supplies; a working knowledge of general office procedures; a working knowledge of computerized software such as Excel and Microsoft office suite as well as GIS-focused asset and maintenance management system programs; A working knowledge of the operation of communications equipment; the ability to use this equipment properly and follow prescribed rules and regulations; the ability to keep accurate records and assist in the preparation of detailed reports; the ability to assist in preparing specifications for materials and equipment; the ability to audit stock accounts; the ability to communicate effectively, both verbally and written; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a senior high school; and

Experience: Employment in a responsible position which involved responsibility for the receiving, storing, inventorying and distribution of goods, supplies or equipment, or employment in a responsible position in a warehouse, tool room, store any other type of establishment concerned with the storing, distributing and record-keeping of a diversified stock of mechanical equipment, parts and supplies; and some employment experience as a Communications Technician.

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